Kent School of Social Work: Minimally Required Elements in Syllabus

Disability Statement
The University of Louisville is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodation to participate and complete requirements for this class, notify me immediately and contact the Disability Resource Center (Stevenson Hall, 502-.852.6938) for verification of eligibility and determination of specific accommodations.

For more information, visit the Disability Resource Center.

Academic Integrity Statement
A primary goal of the Kent School of Social Work is to educate students who will serve society with competence and integrity—both are key to meeting the needs of vulnerable populations and to promoting social justice. Both the National Association for Social Workers (NASW) Code of Ethics (https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English) and the American Association of Marriage and Family Therapy (AAMFT) Code of Ethics (https://www.aamft.org/Legal_Ethics/Code_of_Ethics.aspx) list integrity as a core value of our work. Thus, we practitioners behave in a trustworthy manner. In accordance with the NASW and AAMFT Code of Ethics and the University of Louisville, we at the Kent School of Social Work expressly forbid cheating, fabrication, falsification, multiple submission of the same work, plagiarism and complicity in academic dishonesty. Several explicit examples are provided below. However, these examples are not exhaustive. All students are to be familiar with the various forms of academic dishonesty as explained in the University of Louisville Code of Student Rights and Responsibilities (http://louisville.edu/dos/students/studentrightsandresponsibilities).

Plagiarism describes the use of someone else’s work without giving specific credit for those words to the original author. It is acceptable to use someone else’s words in our compositions. When we do so, however, rules of credit/citation must be observed (unless otherwise directed by the instructor, written assignments must conform to APA format, per the most recent edition of the APA manual). Plagiarism may include, but is not limited to:

- Copying someone else’s work and claiming it as your own without proper credit/citation regardless of the source (e.g., someone else’s computer files, or from the internet);
- Paraphrasing someone else’s work and claiming it as your own;
- Collaborating with someone else and claiming the work as your own; or,
- The use of a substantial portion of a graded paper from one course, as a submitted assignment to obtain credit in another course, without instructor permission.

Cheating and complicity in academic dishonesty may include, but are not limited to:

- Capturing of course materials by any means and using any device (e.g., camera, screenshot) with the intent to distribute. This relates to all course materials including assignment requirements, quizzes, tests, and the like, with or without incorrect/correct
answers, and no matter the point allocation (e.g., 2-point open-book quiz vs. 20-point exam).

- Intent to distribute may relate to students who are enrolled or planning to enroll at the University of Louisville, or who are enrolled or planning to enroll at any other institution of higher education.

- Completing work collaboratively that is meant to be individual work (e.g., taking an online exam in the presence of other students and “helping” each other in any way).

- Acquiring direct knowledge of academic dishonesty of other students (e.g., being copied on an email with other students engaged in dishonest academic activities) and failing to report it. While we recognize the discomfort and challenges associated with notifying appropriate authorities, reporting academic dishonesty aligns with the NASW Code of Ethics Ethical Responsibilities as Professionals regarding dishonesty, fraud, and deception. It also aligns with the AAMFT Code of Ethics regarding the avoidance of deceptive, fraudulent, misleading, or exploitative practices.

- Paying for any material (e.g., a paper, exam) and submitting it as your own. All of these offenses are serious breaches of academic conduct. A plea of ignorance is not an acceptable defense against violation of our academic integrity statement. Evidence of violation of academic integrity may lead to a failing grade for the assignment or course, referral for academic review, expulsion from the Kent School of Social Work, and/or other consequences as determined by appropriate authorities. The decision regarding penalties for violating academic integrity is at the discretion of the instructor(s) and/or an academic review committee.

**Title IX/Clery Act Notification**

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University’s Title IX officer.

For more information, see the Sexual Misconduct Resource Guide (http://louisville.edu/hr/employeerelations/sexual-misconduct-brochure).

**Statement on Diversity**

The University of Louisville strives to foster and sustain an environment of inclusiveness that empowers us all to achieve our highest potential without fear of prejudice or bias.
We commit ourselves to building an exemplary educational community that offers a nurturing and challenging intellectual climate, a respect for the spectrum of human diversity, and a genuine understanding of the many differences—including race, ethnicity, gender, gender identity/expression, sexual orientation, age, socioeconomic status, disability, religion, national origin or military status—that enrich a vibrant metropolitan research university. We expect every member of our academic family to embrace the underlying values of this vision and to demonstrate a strong commitment to attracting, retaining and supporting students, faculty and staff who reflect the diversity of our larger society.

For more information, visit the Office of Diversity.

**Faculty Illness and/or Extenuating Circumstances**
It is possible that the instructor could become ill during the course of the semester and/or experience other extenuating circumstances that may affect their teaching responsibilities and interaction with students. If faculty believe they may not be able to respond to student inquiries and/or provide necessary information in a timely fashion students will receive a notice letting them know that the faculty member will be out of contact and/or slow to respond for 24 to 72 hours and that regular communication will resume after that period. If faculty members are unable to attend class (i.e., face-to-face; synchronous online) students will be notified as soon as possible of the change in schedule.

**Restorative Solutions Sub-Committee**
The mission of the Restorative Solutions Sub-Committee is to address diversity and social justice concerns within the Kent School of Social Work using a restorative justice approach. If you have experienced an incident related to any kind of oppression and would like to engage in a restorative justice approach to addressing it, please submit your concern via this link: https://louisvillekent.az1.qualtrics.com/jfe/form/SV_719BbgfxHFf1JGK. This survey is ANONYMOUS. Some people may only feel comfortable submitting a concern if they remain anonymous. However, if you are willing, please also include information that would allow us to contact you (email address, phone number), since we believe the Mission and Vision of the Sub-Committee (engaging in healing through a restorative justice approach) may be better facilitated if we can directly involve you in the restorative process.

You can also file a report by contacting the Associate Dean of Equity and Inclusion, Dr. Emma Sterrett-Hong, via email at emma.sterrett@louisville.edu, phone at 502-852-0388, or in person in Oppenheimer Hall #102.

**Minimum Out-of-Classroom Activity**
It is expected that students spend at least 2.5 hours on out-of-classroom activity per week for each hour of credit awarded. Thus, for a three-hour class, a minimum of 7.5 hours of out-of-classroom activity are required each week for a 14-week semester. Out-of-classroom activity include, at a minimum, assigned readings and work on required course assignments (e.g., research; writing; etc...).
Kent School faculty assume that graduate classes will require more time to complete out-of-classroom activities; the expectations will increase/be greater in doctoral level classes as compared to master’s level classes.

Additional resources for constructing syllabi:
http://louisville.edu/delphi/resources/syllabus
Standardized Headers Available for BSW and MSSW Syllabi

BSW Banners

To insert a standard banner in your syllabi follow these instructions:

**Step 1:** Login to Blackboard and select the course in which you wish to work (if it’s not already open).
**Step 2:** Go to Control Panel and click “Customization”
**Step 3:** In Customization, select “Teaching Style”
**Step 4:** Scroll down to section 7 “Select Banner” on this form
**Step 5:** Click “Browse My Computer” and find your banner image file.
**Step 6:** Select the image file of your banner and click Open.
**Step 7:** Click Submit to add the banner to your course.
**Step 8:** Now go to the “Announcements” page to see how your banner looks! Also you will want to set your navigation colors to match the colors in your banner.

This is a sample of Standardized banner for BSW:

![Sample Banner](image)

You can access other Banners for BSW:
[https://louisville.app.box.com/s/pm6bxfvg8sudj8wllczldeaejcabtrrf](https://louisville.app.box.com/s/pm6bxfvg8sudj8wllczldeaejcabtrrf)
MSSW Banners

To insert a standard banner in your syllabi follow these instructions:

**Step 1:** Login to Blackboard and select the course in which you wish to work (if it’s not already open).

**Step 2:** Go to Control Panel and click “Customization”

**Step 3:** In Customization, select “Teaching Style”

**Step 4:** Scroll down to section 7 “Select Banner” on this form

**Step 5:** Click “Browse My Computer” and find your banner image file.

**Step 6:** Select the image file of your banner and click Open.

**Step 7:** Click Submit to add the banner to your course.

**Step 8:** Now go to the “Announcements” page to see how your banner looks! Also you will want to set your navigation colors to match the colors in your banner.

This is a sample of Standardized banner for MSSW:

You can access other Banners for BSW:
https://louisville.app.box.com/s/qm58h6yt841b8h6e5vynwelsz506za?page=1